

BUSINESS / MARKETING TECHNOLOGY

QUICKBOOKS FOR HOME & OFFICE

Wed 6-8 PM 3/7-4/4 Sessions: 5
\$89 Kevin Neely OOB HS

This easy to use, full-featured accounting system is perfect for the home or small business owner. Keep all of your information in one location so you always know where you stand financially. Review basic accounting principles, get organized, balance your checkbook, manage budgets, track expenses and inventory, pay bills with ease and have more time for managing your home and business.

Prerequisite: Computer Basics course or equivalent experience, being comfortable using the keyboard and working in a PC-Windows environment.

EXCEL SPREADSHEET BASICS

Wed 6-8 PM 1/24-2/14 Sessions: 4
\$75 Kevin Neely OOB HS

Excel is a powerful tool for performing calculations, developing budgets, and analyzing and managing data. Master the essentials of creating and modifying a spreadsheet including: text and number formatting, sorting and filtering data, basic formulas, and charts.

Prerequisite: Completion of a Computer Basics course, Microsoft Word or equivalent familiarity creating documents, formatting text, navigating menus/toolbars in software programs.

FUNDAMENTALS OF MICROSOFT ONENOTE WELCOME TO YOUR NEW DIGITAL NOTEBOOK!

Thu 6-8 PM 1/25 Sessions: 1
\$9 Alinson Cruz OOB HS

Use OneNote wherever you go. It automatically saves and synchronizes your notes so you can focus on your thoughts and ideas. Get an introduction to key features and opportunities to create and format a variety of organizational and collaborative tasks. Acquire the skills you need to become more organized at note taking with a multitude of ways to increase collaboration and improve productivity.

EASY, LOW COST WEBSITES

Thu 6-8 PM 2/1-3/8 Sessions: 5
\$65 William Moriarty OOB HS

Discover all the free resources available and how to use them to create your website. Become proficient at owning, maintaining and updating your site using a drag & drop website builder to embed pictures, music, videos, Facebook and other social media. Create a blog, a wedding website, home business, or anything you can imagine without the high price of hiring someone. It costs less than \$15 a year and no tough coding is involved in owning a site and running it successfully. No class February 22nd.

MICROSOFT WINDOWS BASICS

Thu 6-8 PM 3/15-3/22 Sessions: 2
\$19 Alinson Cruz OOB HS

Explore the exciting new features of Windows 10! Microsoft has striven to combine the Windows you already know and the Windows you truly need. With a personal and natural experience that works seamlessly across all your devices, you have many opportunities to be effortlessly more productive. Discuss how Windows 10 integrates with your various devices and how it can help make them better. You will be introduced to Office Mobile apps such as Word, Excel, PowerPoint and OneNote with hands-on practice so you can learn how to explore and modify features that will help you get more done while having fun.

ETSY 101 - SELLING YOUR CRAFTS ONLINE

Mon 6-9 PM 1/22-1/29 Sessions: 2
\$59 Meleena Erikson OOB HS

Set up a FREE Etsy store, learn basic terminology and branding strategies, set up a PayPal account and list items. Decode the mystery of quality packing and shipping, and the basics in branding, picture taking, description writing, and pricing.

Prerequisite: Basic computer, Internet and email skills.



Please check our website
or call 207 934 7922 for more information
or to register!
WWW.OOBSACO.MAINEADULTED.ORG



Old Orchard Beach/Saco
**Adult & Community
Education**

PROFESSIONAL DEVELOPMENT WINTER 2018



www.oobsaco.maineadulted.org

207 934 7922



CERTIFICATE PROGRAMS

FREE INFO SESSION FOR OPHTHALMIC ASSISTANT PROGRAM

Wed 6-7 PM 1/10 OOB HS

Recommended for all students considering taking our Ophthalmic Assistant Program.

OPHTHALMIC ASSISTANT

M/W 5:30-9 PM 1/22-3/19 Sessions: 15
\$999 CCI Instructor OOB HS

Prepares for entry level positions in ophthalmology, one of the fastest growing healthcare segments. Program includes: anatomy and physiology of the eye, general principles of pharmacology, prescriptions, visual acuity, basic tonometry and glaucoma. Review ocular dressing procedures, maintenance of equipment, instruments and other areas. Students who complete this program have the opportunity to gain certified ophthalmic assistant certification, which is the core level of certification from the Joint Commission on Allied Health Personnel in Ophthalmology. To qualify for certification, students must have a high school credential, complete the course with a passing grade and complete 1000 hours with an ophthalmologist within one year of application. CCI's student mentors will walk students through all of the qualification and application requirements for the American Academy of Ophthalmology (AAO) independent study requirement. Tuition includes textbooks. No class February 19th & 21st.

Note: This program does not include a clinical rotation, national or state certification but does meet the requirements of the AAO and its Ophthalmic Medical Assisting Exam -- which students may take after meeting certain work experience requirements.

AHA BASIC LIFE SUPPORT FOR THE HEALTHCARE PROVIDER

Sat 9 AM-1:30 PM 3/24 Sessions: 1
\$59 Frank Lee Saco LC

This course teaches both single-rescuer and basic life support skills for application in both pre-hospital and in-facility environments, with a focus on high-quality CPR and team dynamics. Cards are good for two years after successful completion and in-class written exam. Tuition includes card processing fees.

*Payment plans available for qualified applicants for some programs.

BECOMING A NOTARY PUBLIC

Thu 6-8 PM 1/25-2/1 Sessions: 2
\$49 Frank Lee OOB HS

Witness transactions involving paper documents and, in Maine, officiate at weddings. Prepare to be commissioned as a notary public, and learn the history of the office, its powers and duties, eligibility, procedures, and record-keeping. Applicants must be residents of Maine. New Hampshire residents who are regularly employed or carry on a trade/business in Maine are also eligible. Leave with all the testing and paperwork completed and ready to submit to the State. License is approx. \$50 and is valid for seven years.

SUBSTITUTE TEACHER PROGRAM

M/Th 3:30-5 PM 2/26-3/29 Sessions: 10
\$89 INST TBA OOB HS

Prepare to be a substitute teacher in Old Orchard Beach and Saco. Learn the expectations at all levels of education through a series of strategies to use in your classroom. Upon successful completion you will feel comfortable teaching in a classroom setting and your employment will be guaranteed in the OOB/Saco districts at a higher rate of pay. Certificates awarded and course fee reimbursed upon successful completion of all requirements. No reimbursements will be issued after March 29th.

Note: If you are already a certified teacher you do not need to take this course to receive the higher rate of pay. Required: Valid email address, access to a computer, passing grade based on course expectations, including a strategies project; completed fingerprinting and background checks - an additional student expense of \$70 - (<http://www.maine.gov/doe/cert/fingerprinting/>). A completed Substitute Application Packet (<http://sacoschools.org/human-resource/>). All course requirements are due the last day of class. No refunds after March 29, 2018.

HEARTSAVER® CPR & 1ST AID FOR ADULTS & CHILDREN

Thu 6-9 PM 3/1-3/8 Sessions: 2
\$69 Frank Lee OOB HS

This instructor-led course teaches the critical skills needed to respond to and manage first aid, choking, or sudden cardiac arrest in the first few minutes until emergency medical services arrive. Learn to treat bleeding, sprains, broken bones, shock and other first aid emergencies; as well as adult/child/infant CPR and automated external defibrillator use. First Aid and CPR cards are good for two years.

ONLINE CERTIFICATE

A+ COMPUTER CERTIFICATION

\$1995 CareerStep Instructor

Developed by a Computer Technology Industry Association (CompTIA) education partner, this program is specifically designed to prepare students for the CompTIA A+ certification exams. Learn about hardware, operating systems, networking, security, troubleshooting, and specialized topics such as mobile devices, laptops, and printers. In addition to one-on-one support from experienced instructors throughout the course and access to personalized graduate support after graduation, students receive ebooks, two quick-reference exam study guides, a computer repair toolkit, a power supply tester, a USB drive, and two CompTIA A+ certification exam vouchers.

REAL ESTATE PROFESSIONAL PROGRAM

\$1299 CCI Instructor

Real estate refers to a piece of land, the buildings, natural resources on it (crops, water, minerals) and the interests associated with it. Real estate law defines the essentials to the buying/selling of real property. Far from a simple transaction, real estate law governs the procedures surrounding appraisal, finance, title and transfer of real property. Real estate law also governs various substantive issues related to housing discrimination, housing credit discrimination, and community reinvestment. This program will examine the real estate finance transaction from the practitioner's viewpoint and will cover the laws governing and normal documentation utilized in a real estate finance transaction, negotiation skills, title insurance, remedies, and other facets of a real estate secured loan. As an introduction to Real Estate Law, this course offers students: a fundamental understanding of property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, deeds, mortgages or deeds of trust, settlement concepts, leasing, and other property concepts. Examine real estate principles, learn to draft/prepare listing and sales agreements, documents associated with title, deed, mortgage, closing, lease, arbitration and litigation, foreclosure, as well as how to research and examine real estate issues and ethics. This class will help prepare the student to take the Real Estate Licensing Exam but does not guarantee a certification. Tuition includes textbooks and eBooks.

Required: Computer with Microsoft Office.